

## F9 – Policies - LEAF Contingency Grants and ISD 742 Special Assistance Grants

### **Academic and Activities Contingency Grants**

It shall be the policy of the LEAF Board to allocate an amount annually for the purpose of Academic and Activities contingency grants that is approved through the annual budgeting process. These grants will be for expenses that could not be anticipated and could not have been requested through the normal LEAF grant process. Programs requesting such grants should complete and submit a contingency grant application accessed via the LEAF web page ([www.leaf742.org](http://www.leaf742.org)) under the “Grants” pulldown menu. A password supplied by the grant administrator is required to access both Academic and Activities Contingency Grant Applications.

Contingency grants will generally be limited to \$500 per event; however, an amount up to a maximum of \$1,000 per event can be awarded for special circumstances. Any contingency grant funds not used in a given school year will be added to the next cycle’s grant totals.

The Executive Board may approve contingency grants in emergency situations. Any Executive Board decision regarding contingency funding will be placed on the next regular LEAF Board meeting’s agenda for discussion.

### **ISD 742 Special Assistance Grants**

ISD 742 Special Assistance Grants will only be accepted from the 742 District administrators, who will determine the amount of the request. Special Assistance grant requests will follow the same basic process established for contingency grants. A district administrator should complete and submit a Special Assistance grant application accessed via the LEAF web page ([www.leaf742.org](http://www.leaf742.org)) under the “Grants” pulldown menu. A password supplied by the grant administrator is required to access ISD 742 Special Assistance Grant applications.

If approved by the executive committee, ISD 742 Special Assistance Grant requests must receive LEAF board of directors’ approval prior to granting.

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